Lafayette Fire Department

Special Event Fire and Life Safety Requirements

All permit requirements listed below and any additional requirements prescribed by the 2009 International Fire Code shall apply to all special events conducted within the City of Lafayette. Any exceptions shall require written authorization from the Lafayette Fire Prevention Bureau. There may be activities and/or operations not listed below subject to requirements of Lafayette Municipal Codes and the 2009 International Fire Code.

Special Event: Any temporary activity requiring a special use permit from the City of Lafayette. Special events shall include any assembly or gathering of more than 50 persons on public or private property utilizing one or more of the conditions described below deemed to present a risk to attendees or property due to hazardous conditions regulated by the fire code. The scope of these requirements shall apply to business services, civic functions, concert events, educational activities, festivals, holiday celebrations, political events, sporting events, and worship services. Additional fire-and life-safety requirements may be necessary for kiosks and vendor booths.

Tents & Membrane Structures: All Tents & Membrane Structures greater than 400 square feet require a fire permit. Written certification attesting to the flame-resistant material is required. The certification shall include:

1. Identification of the tent/membrane structure size and fabric type.
2. Date the tent/membrane structure was last treated with flame-resistant solution.
3. Trade name and solution utilized in the flame-resistant treatment.
4. Name of person or firm treating the fabric.
5. Name of testing agency and test standard used.

Exits from Tents and/or Membrane Structures:

- Required exits, aisles and passageways shall not be obstructed and their required widths shall be maintained at all times.
- Walking surfaces of all aisles and exit ways in and around tents and membrane structures shall be maintained in a safe condition to prevent tripping, sliding or fall hazards.
- Any tent or membrane structure with exit doors or coverings shall have a contrasting color from the side material coloring.
- Exits shall be clearly marked. For occupant loads exceeding 50, exit signs must be installed at exit doorways and where necessary to indicate the direction of egress.
- Extension cords, cables, guide wires/ropes shall not impede pedestrian travel.
- Guide wires/ropes shall not cross a means of egress at a height of less than 8 feet.
- Exits shall be provided and maintained with good distribution from all tents/membrane structures based upon the following occupant load capacities:
    1. Up to 199 people – 2 exits, each exit at least 6 feet in width.
    2. 200 to 499 people – 3 exits, each exit at least 6 feet in width.

Structural Stability of Tents and/or Membrane Structures: Tents and membrane structures shall be adequately roped, braced, and anchored to withstand the elements of weather to prevent collapsing.

Portable Fire Extinguishers: Tents, membrane structures, and other structures utilizing open-flame, heat-producing equipment, heated food preparation equipment, or other equipment capable of producing a source of ignition shall have portable fire extinguishers in accordance with the following:

1. Up to 500 square feet of floor area: One 2-A:10-B:C rated fire extinguisher or one 5-pound A-B-C fire extinguisher.
2. 501 – 1000 square feet of floor area: Two 2-A:10-B:C rated fire extinguishers or two 5-pound A-B-C fire extinguishers.

Cooking, Open-flame, and/or Heating Equipment: Prohibited inside the tent/membrane structure unless approved by the fire code official. Any approved equipment shall not be located within 10' of exits or combustibles. Equipment shall be secured from falling over, being knocked over by accidental contact, or dislodged due to wind or other equipment.

Compressed Gas and Fuel-gas Cylinders:

- LP-gas containers shall be located outside the tent/membrane structure.
- All compressed gas and fuel-gas cylinders shall be secured to prevent them from falling over, being knocked over, or the valving damaged by falling objects.
- All cylinder valves shall be appropriately protected and, where applicable, caps shall be in place unless the cylinder is in use.
- Cylinders shall not be accessible to children, unauthorized persons or pets.

Gas-fueled Generators and Internal Combustion Engines:

- Portable generators and internal combustion engines shall be maintained in good operating condition and must be located outside the tent/membrane structure at least 20 feet from all combustible materials, including tent/membrane structure sides and stock supplies.
- Fueling shall be conducted with the generators off and under the supervision of an adult.
- Fuel shall be stored in approved containers outside the tent/ membrane structure in a location away from the general public and ignition sources.
- Exhaust ports shall not constitute a hazard to people or property.
- Generators and/or engines and any fuel containers shall not be accessible to children, unauthorized persons or pets.

Rubbish and Trash: All combustible flooring, exits, and the grounds outside shall be kept clear of rubbish and trash for a minimum of 30'. Rubbish and trash shall be maintained in appropriate containers and container location shall not present a fire hazard.

Electrical Wiring and Equipment: Shall be properly utilized, maintained and protected against physical damage. Any electrical wiring or equipment shall be located to prevent physical hazards or tripping.

The Fire Prevention Bureau may consolidate, modify, or waive applicable permits with appropriate justification. Application for permits should be made to Lafayette Fire Administration at 401 N 111th. Please direct questions to the Fire Prevention Bureau at 303-665-5506, extension 3950.